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Ontario

Apprenticeship Training Standards

Educational Assistant

Ministry of Training,
Colleges and Universities

101-04213/

Apprenticeship Training Standards

Educational Assistant

Trade Code: 620E

Development date: October 2000
Printing date: March 2001

This document is the property of the apprentice named inside and represents the official record of his/her training

Ministry of Training,
Colleges and Universities

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CONTENTS **PAGE**

Preface 1
Important Directions to Sponsors and Trainers 2
Important Directions to the Apprentice 3
Notice/Declaration for Collection of Personal Information 4
Apprentice Record 5
Sponsor Information 6-7
Apprentice Completion Form 8
Training Unit Completion Form 9

TRAINING UNITS

NUMBER	TITLE	
U5840	Work with Team	10-11
U5841	Assist in Implementing the Education Plan	12-14
U5842	Communicate with Others	15-16
U5843	Apply Intervention Strategies	17-19
U5844	Create a Climate for Learning	20-22
U5845	Assist with Life and Living Skills Development	23-24
U5846	Support the Student and the Use of Specialized Equipment	25-26
U5847	Demonstrate Safe Work Practices and Techniques	27-30
U5848	Practice Professionalism and Ethics	31-32
U5849	Develop Self	33-34

Competency Analysis Profile

PREFACE

This training document was developed by the Workplace Support Services Branch of the Ministry of Training, Colleges and Universities (MTCU) in consultation with representatives from the industry. These Training Standards are intended to be used by the apprentice, instructors and companies as a "blueprint" for training or as a prerequisite for government accreditation/ certification.

The care and maintenance of this book is the joint responsibility of the apprentice/trainee and the sponsor. The Training Standards were developed specifically for documenting the apprentice's acquisition of skills.

The book becomes the only record of an apprentice's/trainee's training.

IMPORTANT DIRECTIONS TO SPONSORS AND TRAINERS

The Training Standards identify skills required for this occupation and its related training program.

These Training Standards have been written in concise statements which describe how well an apprentice must perform each skill in order to become competent.

In using these Training Standards, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.

Trainers and apprentices are required to sign off and date the skills following each successful acquisition.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each unit.

IMPORTANT DIRECTIONS TO THE APPRENTICE

Apprentice

1. All hours working for each sponsor(s) should be recorded in the Sponsor Information section.

2. The "Summary of Hours" should be completed, signed and dated by both the apprentice and sponsor when either all terms of the training agreement have been completed or the apprentice leaves the sponsor.

3. It is the responsibility of the apprentice to inform the local Apprenticeship Client Services office regarding the following changes:

   - change of sponsor address;
   - change of apprentice name or address;
   - transfer to a new sponsor.

4. At the fulfilment of all terms of a Training Agreement, the Apprentice Completion Form must be completed and signed by the current sponsor. Present these completed and authorized Training Standards and the Apprentice Completion Form to your local Apprenticeship Client Services office.

5. In order for an apprentice to complete the on the job training portion of the Education Assistant apprenticeship program, all skill sets must be signed off by a ministry approved sponsor.

NOTICE/DECLARATION FOR COLLECTION OF PERSONAL INFORMATION

1. This information is collected under the authority of the Apprenticeship and Certification Act, 1998.

2. The information is collected for the purpose of administering this apprenticeship training program within the Province of Ontario.

3. Questions regarding collection and use of this information may be directed to:

Director of Apprenticeship
Workplace Support Services Branch
Ministry of Training, Colleges and Universities
900 Bay Street
17th Floor, Mowat Block
Toronto, Ontario
M7A 1L2
(416) 326-5605

APPRENTICE/TRAINEE RECORD

Apprentice/Trainee Name: _____

Contract Number: _____
(If applicable)

SPONSOR INFORMATION

Name: _____

Address: _____

_____

Telephone: _____

SUMMARY OF HOURS:

Dates of Employment: _____ _____
From To

Total hours of Training and Instruction between dates of Employment _____ Hours

_____	_____	_____	_____
Sponsor's Signature	Date	Apprentice Signature	Date

EDUCATIONAL ASSISTANT

SPONSOR INFORMATION

Name: _____

Address: _____

_____

Telephone: _____

SUMMARY OF HOURS:

Dates of Employment: _____ _____
From To

Total hours of Training and Instruction between dates of Employment _____ Hours

_____	_____	_____	_____
Sponsor's Signature	Date	Apprentice Signature	Date

SPONSOR INFORMATION

Name: _____

Address: _____

_____

Telephone: _____

SUMMARY OF HOURS:

Dates of Employment: _____ _____
From To

Total hours of Training and Instruction between dates of Employment _____ Hours

_____	_____	_____	_____
Sponsor's Signature	Date	Apprentice Signature	Date

EDUCATIONAL ASSISTANT

SPONSOR INFORMATION

Name: _____

Address: _____

_____

Telephone: _____

SUMMARY OF HOURS:

Dates of Employment: _____ _____
From To

Total hours of Training and Instruction between dates of Employment _____ Hours

_____	_____	_____	_____
Sponsor's Signature	Date	Apprentice Signature	Date

SPONSOR INFORMATION

Name: _____

Address: _____

_____

Telephone: _____

SUMMARY OF HOURS:

Dates of Employment: _____ _____
From To

Total hours of Training and Instruction between dates of Employment _____ Hours

_____	_____	_____	_____
Sponsor's Signature	Date	Apprentice Signature	Date

APPRENTICE COMPLETION FORM

Apprentice Name _____
Print

_____
Signature

Social Insurance Number _____

Training Units when completed should be Signed off by Trainer/ Signing Authority on the following page and presented with this completion form to your local Apprenticeship Client Services office. Any supporting documentation should also be attached.

In-School Completed: (proof to be provided) Yes ( ) No ( ) Not Applicable ( )

Hours completed as per Contract: Yes ( ) No ( ) Not Applicable ( )

Sponsor Name: _____

Address: _____

Telephone: _____

Signing Authority: _____
Signature

MTCU USE ONLY:

Recommended for Exam: Yes ( ) No ( )

_____ _____
Signature Consultant/Office Code

TRAINING UNIT COMPLETION FORM

TRAINING UNITS	TITLE	SIGNING AUTHORITY
U5840	Work with Team	_____
U5841	Assist in Implementing the Education Plan	_____
U5842	Communicate with Others	_____
U5843	Apply Intervention Strategies	_____
U5844	Create a Climate for Learning	_____
U5845	Assist with Life and Living Skills Development	_____
U5846	Support the Student and the Use of Specialized Equipment	_____
U5847	Demonstrate Safe Work Practices and Techniques	_____
U5848	Practice Professionalism and Ethics	_____
U5849	Develop Self	_____

Under the direction of the teacher, an Educational Assistant (EA) supports the educational goals of the student(s). As a member of the multi-disciplinary team, the EA assists in the implementation of teacher/team developed goals, instructions and activities.

In this document, legislation refers to the following:

- Education Act
- Ontario Human Rights Code
- Child and Family Services Act
- Young Offenders Act
- Canadian Charter of Rights and Freedoms
- Freedom of Information / Protection of Privacy Act

NOTE: Section 170.3 of the Education Act states: "Teachers' assistants, etc. - The Lieutenant Governor in-council may make regulations governing duties and minimum qualifications of persons who are assigned to assist teachers or to complement instruction by teachers in elementary or secondary school." To date, no regulations have been developed or enacted in this regard.

U5840.0 WORK WITH TEAM

GENERAL PERFORMANCE OBJECTIVE

Work with team by: supporting team members in the school setting and meetings; working with family; collaborating on individual education planning and review processes; collaborating with team to deliver program goals; and, maintaining flow of information.

PERFORMANCE OBJECTIVES

Supervisor's Name (Print) _____ Apprentice's Name (Print) _____

SKILLS

5840.01 Support team members in the school setting and meetings by actively listening; providing and responding to feedback; and implementing recommendations, to enable the full participation of the members.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5840.02 Work with family in consultation and at the direction of the teacher by having an awareness of family dynamics and cultural basis, group homes, multi-culturism; addressing concerns in collaboration with the team; and building and maintaining a positive working relationship, in order to enable openness to share needs in accordance with policy and guidelines.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

U5840.0 **WORK WITH TEAM** - Cont'd

5840.03 Collaborate on individual education planning and review processes by reporting observations; and contributing to the establishment of the baseline, to support the development of realistic and achievable goals.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5840.04 Collaborate with team to deliver program goals by clarifying roles and responsibilities of the team members; reporting observations; utilizing identified strategies and routines; being consistent; identifying learning styles; utilizing delivery techniques; and setting attainable goals, in accordance with legislation, policies and guidelines.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5840.05 Maintain flow of information among multi-disciplinary team by sharing information; completing documentation; and participating in meetings as required, so that the team is kept up-to-date.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____
	Sponsor's Name	Sponsor's Signature
	_____	_____

U5841.0 ASSIST IN IMPLEMENTING THE EDUCATION PLAN

GENERAL PERFORMANCE OBJECTIVE

Assist in implementing the education plan by: reviewing instructional goals; observing and monitoring performance; recording observations and outcomes; utilizing delivery techniques; reviewing student's performance; accessing instructional resources; assisting with preparation of support materials; implementing individualized program; and, providing input to goal setting process, in collaboration with the multi-disciplinary team.

PERFORMANCE OBJECTIVES

Supervisor's Name (Print) _____ Apprentice's Name (Print) _____

SKILLS

5841.01 Review instructional goals in consultation with the multi-disciplinary team by reviewing student's education plan; identifying roles and responsibilities of team members; and clarifying strategies for program implementation, so that the expectations are understood.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5841.02 Observe and monitor performance by gathering data including strategies, accommodations, outcomes achieved, behaviour; and sharing and reporting observations with the team, so that the student's strengths and needs can be addressed and accommodated.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

U5841.0 ASSIST IN IMPLEMENTING THE EDUCATION PLAN - Cont'd

5841.03 Record observations and outcomes by maintaining a record using language that is objective, free of bias, easily understood, and relevant, in accordance with policies and procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5841.04 Utilize delivery techniques under the direction of the multi-disciplinary team, including visual, auditory, tactile and kinesthetic in order to meet the program goals of the student.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5841.05 Review student's performance by reviewing past records, observations and logs; observing student behaviour when completing tasks and interacting with peers; and assisting in the identification of student's areas of interest, strengths, achievements and needs, in order to provide information for evaluation in accordance with policies and legislation.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5841.06 Access instructional resources by utilizing the professional network within the board, school, and community, in accordance with policies and procedures and the program goals and needs of the student.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

U5841.0 ASSIST IN IMPLEMENTING THE EDUCATION PLAN - Cont'd

5841.07 Assist with preparation of support materials including accessing Internet, library and newspapers; by selecting and preparing available instructional materials, to accommodate student learning in order to facilitate the expectations of the student's curriculum and education plan.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5841.08 Implement individualized program in conjunction with the teacher and in consultation with the multi-disciplinary team by utilizing tools, learning resources, specialized equipment; and monitoring and adjusting student's program in accordance with student's education plan, policies and guidelines.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5841.09 Provide input to goal setting process by participating in case conferences as required; gathering student's material; and, reporting on student's work and activities to the teacher, so that information for the student's current and future program and action plan is available.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

	Sponsor's Name	Sponsor's Signature
	_____	_____

U5842.0 COMMUNICATE WITH OTHERS

GENERAL PERFORMANCE OBJECTIVE

Communicate with others by: maintaining a communication log/record; determining communication style needed; using appropriate communication styles; communicating with established, professional resources; presenting information in written form and verbally.

PERFORMANCE OBJECTIVES

Supervisor's Name (Print) _____ Apprentice's Name (Print) _____

SKILLS

5842.01 Maintain a communication log/record by keeping an objective, written record or log that reports events, activities, routines and behaviours; and, sharing information as needed, in accordance with legislation, policies and procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5842.02 Determine communication style needed in collaboration with the multi-disciplinary team by establishing a common reference of understanding based on the philosophy, practices and procedures of the school; and, using methods and techniques by the contact teachers, in order to optimize program delivery and management.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

U5842.0 **COMMUNICATE WITH OTHERS** - Cont'd

5842.0.3 Use appropriate communication styles by giving and receiving information that is objective and clear; and using methods mutually agreed upon including verbal, non-verbal and physical, as established by the multi-disciplinary team.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5842.04 Communicate with established, professional resources including colleagues, supervisors and other health and social care professionals by giving and receiving recorded information, to enhance quality of service.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5842.05 Present information in written form that is clear and easy to understand, by collecting and presenting information that is objective / free of bias; and, selecting and recording information, according to identified needs, legislation and policies.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5842.06 Present information verbally by collecting and presenting information; and, reviewing and prioritizing material, according to identified needs, legislation and policies.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____
	Sponsor's Name	Sponsor's Signature
	_____	_____

U5843.0 APPLY INTERVENTION STRATEGIES

GENERAL PERFORMANCE OBJECTIVE

Apply intervention strategies by: assessing the situation; applying behaviour management techniques; using conflict resolution techniques; setting limits; using body language techniques; de-escalating the individual verbally; assisting with applying crisis intervention strategies; and, restoring a safe environment.

PERFORMANCE OBJECTIVES

Supervisor's Name (Print) _____ Apprentice's Name (Print) _____

SKILLS

5843.01 Assess the situation by observing behaviour and the environment; removing threatening objects and non-involved individuals; and, using all senses to analyze the environment, so that a course of action may be determined in accordance with policies an procedures.

Date Completed _____ Supervisor's Signature _____ Apprentice's Signature _____

5843.02 Apply behaviour management techniques including positive reinforcement, verbal, visual and physical prompts and cues, timeouts, setting limits, isolation, contract-behaviour management plans, rewards and incentives; by being consistent and offering alternatives, in accordance with policy, procedures and the student's education plan.

Date Completed _____ Supervisor's Signature _____ Apprentice's Signature _____

U5843.0 APPLY INTERVENTION STRATEGIES - Cont'd

5843.03 Use conflict resolution techniques by modelling communication styles; establishing trust; adapting own communication style; encouraging appropriate communication styles; identifying emotional triggers; instilling self-confidence; reviewing cause and effect; and, reviewing alternative behaviour, in order to de-escalate the individual(s) and restore interaction with peers, school and community.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5843.04 Set limits by using natural and logical consequences; setting relevant, realistic and timely consequences; being consistent; communicating and collaborating with the team; and including the student in the formulation of consequences, in order to promote positive behaviour and acceptance within the school community.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5843.05 Use body language techniques by maintaining appropriate voice, eye contact, body stance and proximity to the individual; and observing the individual's verbal and physical cues, in order to protect self and others and there is an observable and measurable change in the individual's behaviour.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5843.06 De-escalate the individual verbally by re-direction; offering alternatives; being aware of proximity; fostering communication; being empathic and aware of triggers and vocabulary, so that there is an observable and measurable change in the individual's behaviour.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

U5843.0 APPLY INTERVENTION STRATEGIES - Cont'd

5843.07 Assist with applying crisis intervention strategies including accessing additional support; and using intervention techniques, to protect self and others in accordance with legislation, policies and procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5843.08 Restore a safe environment by ensuring duty of care in accordance with legislation, policies and procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____
	Sponsor's Name	Sponsor's Signature
	_____	_____

U5844.0 CREATE A CLIMATE FOR LEARNING

GENERAL PERFORMANCE OBJECTIVE

Create a climate for learning by: encouraging student's responsibility and independence; modelling social skills; developing an inclusive, respectful environment; creating an optimal physical learning environment; creating optimal learning opportunities; promoting peer acceptance, support and interaction; and, fostering community relationships.

PERFORMANCE OBJECTIVES

Supervisor's Name (Print) _____ Apprentice's Name (Print) _____

SKILLS

5844.01 Encourage student's responsibility and independence by modelling behaviour; reinforcing positive behaviour; teaching organizational skills; establishing and maintaining routine and expectations; and, encouraging student to set own goals, so that the student demonstrates respect for self and others and requires minimal prompts to elicit desired response in accordance with program goals.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5844.02 Model social skills by explaining social cues using verbal and non-verbal techniques; explaining and using appropriate language; and, demonstrating respect for self and others, so that the environment is conducive for positive interaction.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

U5844.0 **CREATE A CLIMATE FOR LEARNING** - Cont'd

5844.03 Develop an inclusive, respectful environment by fostering a learning environment that recognizes individual differences, promotes trust, risk-taking, fairness and safety; encouraging and promoting group activity; modelling behaviour; establishing rules based on mutual respect; and, providing and responding to feedback, so that all learners are accepted and provided with opportunities for growth.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5844.04 Create an optimal physical learning environment by making adaptations and adjustments to the environment, in order to accommodate the individual needs of each student.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5844.05 Create optimal learning opportunities by setting achievable goals; encouraging on-task behaviour; utilizing prompts/rewards; and chunking material, so that the student engages in the learning process.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5844.06 Promote peer acceptance, support and interaction by advocating for the student; utilizing established techniques or services including buddy system and peer mentoring; and, promoting an understanding of needs, to enable student participation and interaction within the school community.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

U5844.0 CREATE A CLIMATE FOR LEARNING - Cont'd

5844.07 Foster community relationships by promoting experiences in the community; preparing students to engage in community activities; promoting recognition of community members; and, encouraging communication with the community, in accordance with policies, procedures and guidelines and the student's program goals.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____
	Sponsor's Name	Sponsor's Signature
	_____	_____

U5845.0 ASSIST WITH LIFE SKILLS AND LIVING SKILLS DEVELOPMENT

GENERAL PERFORMANCE OBJECTIVE

Assist with life skills and living skills development by: determining level of support; facilitating independence; facilitating life skills development; monitoring the administration of medication; and, facilitating personal care.

PERFORMANCE OBJECTIVES

Supervisor's Name (Print) _____ Apprentice's Name (Print) _____

SKILLS

5845.01 Determine level of support by consulting with the multi-disciplinary team; reviewing the individual education plan; and, observing, monitoring and reporting the needs of the student, so that student's needs are being met in accordance with policies and procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5845.02 Facilitate independence by providing a safe, consistent, structured program; encouraging risk taking; demonstrating the use of specialized equipment; continually and consistently monitoring and reporting personal development; and, providing positive reinforcements and prompts, in order to provide opportunities for independent growth.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

U5845.0 ASSIST WITH LIFE SKILLS AND LIVING SKILLS DEVELOPMENT - Cont'd

5845.03 Facilitate life skills development by consulting with the multi-disciplinary team and professional resources regarding needs and delivery; encouraging student's participation in activities that support building self esteem, time and money management, organizational skills, anger management and social skills; facilitating student's access to life skills program available; reinforcing learning; and, assisting with preparation of appropriate material, so that students develop the life skills to promote their personal growth and in accordance with the program goals.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5845.04 Monitor the administration of medication by consulting with the multi-disciplinary team; reviewing the student's medical background, student's current medical condition, possible side-effects and administration of medication; clarifying roles and responsibilities of administering; and, recording and storing medication, in accordance with policies and procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5845.05 Facilitate personal care in consultation with the multi-disciplinary team by maintaining student dignity; protecting self and others; providing attendant care; supporting feeding, hygiene and dressing skills development; using body substance precautions; and, following the emergency protocol established by the multi-disciplinary team, in accordance with health and safety regulations, policies, procedures and legislation.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

Sponsor's Name	Sponsor's Signature
_____	_____

U5846.0 SUPPORT THE STUDENT AND THE USE OF SPECIALIZED EQUIPMENT

GENERAL PERFORMANCE OBJECTIVE

Support the student and the use of specialized equipment by: reviewing the student's support requirements; working with the multi-disciplinary team to understand the operation of specialized equipment; describing the student in the environment; and, utilizing specialized equipment and techniques.

PERFORMANCE OBJECTIVES

Supervisor's Name (Print) _____

Apprentice's Name (Print) _____

SKILLS

5846.01 Review the student's support requirements by consulting with the multi-disciplinary team; and, identifying the physical needs of the student, so that the student's needs are being met in accordance with the individual's education plan, policies and legislation.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5846.02 Work with the multi-disciplinary team to understand the operation of specialized equipment by reviewing operation and specifications, to ensure the safe use of the equipment in order to protect student, self and others according to policies an procedures

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

U5846.0 **SUPPORT THE STUDENT AND THE USE OF SPECIALIZED EQUIPMENT** - Cont'd

5846.03 Describe the student in the environment by observing, recording and reporting on the student's use of the equipment and the environment in which the equipment is being used, to ensure the recommended and safe use of the equipment and the suitability of the environment, in accordance with health and safety standards, policies and procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5846.04 Utilize specialized equipment and techniques in consultation with the multi-disciplinary team by verifying safe operation; providing physical support in conjunction with the specialized equipment; and, reporting unsafe operation, so that the needs and safety of the student, self and others are met in accordance with policies and procedures, manufacturer's specification and health and safety standards.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

	Sponsor's Name	Sponsor's Signature
	_____	_____

U5847.0 DEMONSTRATE SAFE WORK PRACTICES & TECHNIQUES

GENERAL PERFORMANCE OBJECTIVE

Demonstrate safe work practices and techniques by: conducting routine safety inspections of physical setting; maintaining a safe environment; practicing body substance precautions; practicing crisis intervention techniques to de-escalate a situation; modelling safety and emergency practices; responding to accidents, incidents and occurrences; using lifting techniques; implementing emergency procedures; documenting and reporting observations of abnormal situations; reporting signs and symptoms of physical, sexual and emotional abuse, neglect and domestic violence; and, reporting signs and symptoms of substance abuse.

PERFORMANCE OBJECTIVES

Supervisor's Name (Print) _____

Apprentice's Name (Print) _____

SKILLS

5847.01 Conduct routine safety inspections of physical setting by assisting with planning and implementing activities based on individual needs of students, in order to protect self and others and ensure a safe environment in accordance with policies, guidelines and procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5847.02 Maintain a safe environment by identifying and reporting health and safety hazards, in accordance with legislation, policy and procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

U5847.0 **DEMONSTRATE SAFE WORK PRACTICES & TECHNIQUES** - Cont'd

5847.03 Practice body substance precautions by modelling and assisting in the teaching of safety practices; demonstrating safety measures according to established health and safety standards; responding to accident, incidents and occurrences; and, documenting incidents within the learning setting, in accordance with legislative requirements and school protocols.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5847.04 Practice crisis intervention techniques to de-escalate a situation by responding to physical aggression toward staff, students, self or facility/property; documenting incident; and reporting, in accordance with legislation, policies and procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5847.05 Model safety and emergency practices by assisting with the implementation of safety practices and emergency procedures; and, promoting and demonstrating safety measures, according to established health and safety standards, policies and procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5847.06 Respond to accidents, incidents and occurrences within the physical, learning setting, in accordance with legislation, policies and procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

U5847.0 **DEMONSTRATE SAFE WORK PRACTICES & TECHNIQUES** - Cont'd

5847.07 Use lifting techniques including transfers, lifts and lifting devices; in order to prevent injury to student, self or others, in accordance with policies and health safety standards.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5847.08 Implement emergency procedures by practising and implementing emergency procedures, to prevent accidents according to legislation, policies and procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5847.09 Document and report observations of abnormal situations that appear to have the potential to threaten the safety of self and others, in accordance with policies and procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5847.10 Report signs and symptoms of physical, sexual and emotional abuse, neglect and domestic violence by observing physical, emotional and behavioural indicators, in accordance with legislation, policies an procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

U5847.0 DEMONSTRATE SAFE WORK PRACTICES & TECHNIQUES - Cont'd

5847.11 Report signs and symptoms of substance abuse by observing physical and behavioural indicators in accordance with legislation, policies and procedures.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____
	Sponsor's Name	Sponsor's Signature
	_____	_____

U5848.0 PRACTICE PROFESSIONALISM AND ETHICS

GENERAL PERFORMANCE OBJECTIVE

Practice professionalism and ethics by: maintaining confidentiality; working within limits of legislation; developing and maintaining professional relationships; and, separating personal from professional issues.

PERFORMANCE OBJECTIVES

Supervisor's Name (Print) _____

Apprentice's Name (Print) _____

SKILLS

5848.01 Maintain confidentiality by protecting the rights and dignity of the student, families and staff, in accordance with legislation, policies, guidelines, procedures and code of ethics.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5848.02 Work within limits of legislation by demonstrating an understanding of legislation affecting delivery of education programs and other relevant policy and procedures, to implement program goals and protect self and others.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

U5848.0 PRACTICE PROFESSIONALISM AND ETHICS - Cont'd

5848.03 Develop and maintain professional relationships by recognizing own beliefs, values and cultural biases; and being open to personal and professional growth opportunities, to ensure equitable treatment of students, families and staff.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5848.04 Separate personal from professional issues by being aware of emotional well-being of school community and self; controlling discussion of own issues; and, accessing support services as required, to prevent personal issues from impacting on the learning environment.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

Sponsor's Name	Sponsor's Signature
_____	_____

U5848.0 PRACTICE PROFESSIONALISM AND ETHICS

GENERAL PERFORMANCE OBJECTIVE

Practice professionalism and ethics by: maintaining confidentiality; working within limits of legislation; developing and maintaining professional relationships; and, separating personal from professional issues.

PERFORMANCE OBJECTIVES

Supervisor's Name (Print) _____ Apprentice's Name (Print) _____

SKILLS

5848.01 Maintain confidentiaiity by protecting the rights and dignity of the student, families and staff, in accordance with legislation, policies, guidelines, procedures and code of ethics.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5848.02 Work within limits of legislation by demonstrating an understanding of legislation affecting delivery of education programs and other relevant policy and procedures, to implement program goals and protect self and others.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

U5848.0 PRACTICE PROFESSIONALISM AND ETHICS - Cont'd

5848.03 Develop and maintain professional relationships by recognizing own beliefs, values and cultural biases; and being open to personal and professional growth opportunities, to ensure equitable treatment of students, families and staff.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5848.04 Separate personal from professional issues by being aware of emotional well-being of school community and self; controlling discussion of own issues; and, accessing support services as required, to prevent personal issues from impacting on the learning environment.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

Sponsor's Name	Sponsor's Signature
_____	_____

U5849.0 DEVELOP SELF

GENERAL PERFORMANCE OBJECTIVE

Develop self by: remaining current in the profession; identifying skills and knowledge areas for self-growth and updating; developing and implementing strategies for self-growth and areas requiring updating; evaluating own performance; and, practising stress management.

PERFORMANCE OBJECTIVES

Supervisor's Name (Print) _____ Apprentice's Name (Print) _____

SKILLS

5849.01 Remain current in the profession by participating in workshops, conferences; and reading professional publications to enhance own functioning.

Date Completed _____ Supervisor's Signature _____ Apprentice's Signature _____

5849.02 Identify skills and knowledge areas for self-growth and updating in consultation with colleagues, mentors and supervisors by setting goals to enhance own functioning.

Date Completed _____ Supervisor's Signature _____ Apprentice's Signature _____

U5849.0 DEVELOP SELF - Cont'd

5849.03 Develop and implement strategies for self-growth and areas requiring updating by consulting with colleagues, mentors and supervisors to enhance own functioning.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5849.04 Evaluate own performance by receiving and giving feedback to supervisors and peers to optimize skills and identify goals.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

5849.05 Practice stress management by identifying stressors and implementing stress-reducing strategies to maintain own functioning.

Date Completed	Supervisor's Signature	Apprentice's Signature
_____	_____	_____

Sponsor's Name	Sponsor's Signature
_____	_____

AREAS OF COMPETENCY

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COMPETENCY ANALYSIS PROFILE
EDUCATIONAL ASSISTANT
ON-THE-JOB TRAINING STANDARDS
⇦SKILLS⇨

WORK WITH TEAM **U5840.0**	Support team members 5840.01	Work with family 5840.02	Collaborate on individual education planning and review processes 5840.03	Collaborate with team to deliver program goals 5840.04	Maintain flow of information 5840.05
ASSIST IN IMPLEMENTING THE EDUCATION PLAN **U5841.0**	Review instructional goals 5841.01	Observe and monitor performance 5841.02	Record observations and outcomes 5841.03	Utilize delivery techniques 5841.04	Review student's performance 5841.05
	Access instructional resources 5841.06	Assist with preparation of support materials 5841.07	Implement individualized program 5841.08	Provide input to goal setting process 5841.09	
COMMUNICATE WITH OTHERS **U5842.0**	Maintain a communication log/record 5842.01	Determine communication style needed 5842.02	Use appropriate communication styles 5842.03	Communicate with established, professional resources 5842.04	Present information in written form 5842.05
	Present information verbally 5842.06				
APPLY INTERVENTION STRATEGIES **U5843.0**	Assess the situation 5843.01	Apply behaviour management techniques 5843.02	Use conflict resolution techniques 5843.03	Set limits 5843.04	Use body language techniques 5843.05
	De-escalate the individual verbally 5843.06	Assist with applying crisis intervention strategies 5843.07	Restore a safe environment 5843.08		

AREAS OF COMPETENCY

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COMPETENCY ANALYSIS PROFILE
EDUCATIONAL ASSISTANT
ON-THE-JOB TRAINING STANDARDS
⇐SKILLS⇒

CREATE A CLIMATE FOR LEARNING **U5844.0**	Encourage student's responsibility and independence 5844.01	Model social skills 5844.02	Develop an inclusive, respectful environment 5844.03	Create an optimal physical learning environment 5844.04	Create optimal learning opportunities 5844.05
	Promote peer acceptance, support and interaction 5844.06	Foster community relationships 5844.07			
ASSIST WITH LIFE SKILLS AND LIVING SKILLS DEVELOPMENT **U5845.0**	Determine level of support 5845.01	Facilitate independence 5845.02	Facilitate life skills development 5845.03	Monitor the administration of medication 5845.04	Facilitate personal care 5845.05
SUPPORT THE STUDENT AND THE USE OF SPECIALIZED EQUIPMENT **U5846.0**	Review the student's support requirements 5846.01	Work with the multi-disciplinary team to understand the operation of specialized equipment 5846.02	Describe the student in the environment 5846.03	Utilize specialized equipment and techniques 5846.04	
DEMONSTRATE SAFE WORK PRACTICES AND TECHNIQUES **U5847.0**	Conduct routine safety inspections of physical setting 5847.01	Maintain a safe environment 5847.02	Practice body substance precautions 5847.03	Practice crisis intervention techniques to de-escalate a situation 5847.04	Model safety and emergency practices 5847.05
	Respond to accidents, incidents and occurrences 5847.06	Use lifting techniques 5847.07	Implement emergency procedures 5847.08	Document and report observations of abnormal situations 5847.09	Report signs and symptoms of physical, sexual and emotional abuse, neglect and domestic violence 5847.10
	Report signs and symptoms of substance abuse 5847.11				

AREAS OF COMPETENCY

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COMPETENCY ANALYSIS PROFILE
EDUCATIONAL ASSISTANT
ON-THE-JOB TRAINING STANDARDS
⇐SKILLS⇒

PRACTICE PROFESSIONALISM AND ETHICS U5848.0	Maintain confidentiality 5848.01	Work within limits of legislation 5848.02	Develop and maintain professional relationships 5848.03	Separate personal from professional issues 5848.04	
DEVELOP SELF U5849.0	Remain current in the profession 5849.01	Identify skills and knowledge areas for self-growth and updating 5849.02	Develop and implement strategies for self-growth and areas requiring updating 5849.03	Evaluate own performance 5849.04	Practice stress management 5849.05